



STATE OF MARYLAND
OFFICE OF THE ATTORNEY GENERAL

Small Procurement – Q&A 2

Applicant Tracking Solution

October 30, 2023

To: Responding Consultants/Vendors

Re: Request for Proposals (RFP) for Applicant Tracking System.

As we receive questions from any of the recipients of the RFP reference above, we will be providing responses in a Questions/Answers format. The responses will be sent to all vendors who have expressed an interest in this RFP.

The following are the responses to the first round of questions:

Question	Answer
Who is going to be in charge of ensuring the ATS rolls out appropriately internally?	Benjamin Wolff
How many years of historical data you have to migrate it?	No Migration is planned.
Do you have somebody dedicated internally for the implementation program?	Benjamin Wolff
What are their top three to four areas you are hoping to improve with the ATS platform?	Outreach, Recruitment, Hiring
Who is the current vendor for your ATS?	JobApps through the Maryland statewide contract.
How do you handle company communication? Do you use slack, teams, or are all important employee communication happens through emails?	Emails and Microsoft teams
Do you have a document management system like Sharepoint or where do your company SOP or any important documents reside?	Yes, Sharepoint
How do employees know what tools they will be using for their roles?	Email announcements.
Are all employees on site? Or do you work Hybrid?	Hybrid
What is your current onboarding process for when a new hire joins the business?	New employees meet with HR and complete and sign all intake forms.
What are some employee engagement activities that you currently do?	Divisional Staff meetings
How frequently do you run surveys/ polls?	1-3 per year
Do you celebrate work anniversaries, birthdays etc. or how do you announce those?	no